

Board Agenda Item
May 12, 2004

ADMINISTRATIVE - 1

Adoption of Minutes - April 28, 2004 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the April 28, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the April 28, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on May 12, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the April 28, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Nancy L. Brumit, Administrative Assistant

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ACTION - 1

Contract Award - Critical Maintenance Improvements at R.E. Lee RECenter (Lee District)

ISSUE:

Approval of a contract award to _____, of _____, _____ in the amount of \$_____, for construction of critical maintenance improvements at R. E. Lee RECenter.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to _____, of _____, _____ in the amount of \$_____, for construction of critical maintenance improvements at R. E. Lee RECenter. In addition, the Director recommends reserving \$_____, or fifteen (15) percent of the contract award for contract contingency, \$_____ or six (6) percent of the contract award for administrative costs, and \$17,000 for permits and inspections. **(This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$000,000
Construction Contingency (15%)	\$ 00,000
Administrative Costs (6%)	\$ 00,000
Permits and Inspections	<u>\$ 17,000</u>
 TOTAL COST	 \$000,000

TIMING:

Board action is requested on May 12, 2004, to maintain the project schedule.

BACKGROUND:

The Planning and Development Division's FY 2004-05 Annual Work Plan included a project to scope, design and construct critical maintenance improvements to the mechanical and plumbing systems at R. E. Lee RECenter. On March 10, 2004, the Park Authority Board approved a project scope that included the specific improvements outlined in Attachment 2. Replacement of the spa piping is not included in this contract

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because of its specialized nature; however staff is planning to procure this work under separate contract.

_____ (____) sealed bids for construction of critical maintenance improvements at R. E. Lee RECenter were received and opened on May 6, 2004, as summarized in Attachment 1. The lowest responsible bidder was _____. Their total bid of \$ _____, is \$ _____ or ____% below/above the Park Authority's pre-bid estimate of \$301,000 and \$ _____ below the next lowest bidder. The work is to be completed within 120 calendar days of Notice-to-Proceed. _____ holds an active Virginia Class A Contractor's License. The Department of Tax Administration has verified that _____ has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$ _____ is necessary to award the contract, and to fund the associated contingency, and administrative costs and related construction costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$500,000 in Project 475098, Natural and Cultural Resources, Detail 660, in Fund 370, Park Authority Bond Construction to award this contract and to fund the associated costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results
Attachment 2: Scope of Work
Attachment 3: Cost Estimate

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning and Development Division
Charlie Bittenbring, Acting Director, Park Services Division
Brian Daly, Director, Park Operations Division
Cindy Walsh, Manager, Site Operations Branch
Leon Plenty, Manager, Lee District Park RECenter
Ron Pearson, Manager, Equipment & Facilities Support Branch
Ted Zavora, Manager, Financial Planning Branch
John Lehman, Manager, Project Management Branch
Deb Garriss, Supervisor, Project Management Branch
Don Sotirchos, Project Manager, Project Management Branch

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ACTION - 2

Contract Award - Clubhouse and Related Work at Laurel Hill Golf Course (Mount Vernon District)

ISSUE:

Approval of a contract award to Creative Finishes, Inc. of Silver Spring, Maryland, in the amount of \$3,171,000 for construction of the Clubhouse and Related Work at Laurel Hill Golf Course.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to Creative Finishes, Inc. of Silver Spring, Maryland, in the amount of \$3,171,000 for construction of the Clubhouse and Related Work at Laurel Hill Golf Course. In addition, the Director recommends reserving \$317,100 or ten (10) percent of the contract award for contract contingency. **(This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$ 3,171,000
Contract Contingency (10%)	\$ <u>317,100</u>
TOTAL COST	\$ 3,488,100

TIMING:

Board action is requested on May 12, 2004, to maintain the project schedule.

BACKGROUND:

Laurel Hill Golf Course is part of the former D. C. Correctional Facility at Lorton that was transferred to the Park Authority in July 2003. On March 26, 2003, the Park Authority Board approved the Laurel Hill Golf Course scope, budget and schedule. The Board of Supervisors approved the Master Development Agreement (MDA) at their meeting of May 5, 2003.

Six (6) sealed bids for construction of the Clubhouse and Related Work at Laurel Hill Golf Course were received and opened on April 27, 2004, as summarized in Attachment 1. The apparent low bidder was determined to be non-responsive because they did not submit bid security as required by the Code of Virginia and the *Fairfax County Purchasing Resolution*. Therefore the lowest responsible and responsive bidder is

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Creative Finishes, Inc. Their base bid of \$3,171,000 is \$199,000 or 6.7% above the Park Authority's pre-bid estimate of \$2,972,000 and \$329,000 below the next lowest bidder. The work is to be completed within 240 calendar days of Notice-to-Proceed. Creative Finishes, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Creative Finishes, Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$3,488,100 is necessary to award this contract and to fund the associated contingency. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$5,792,317 in Project 004790, Laurel Hill Golf Improvements in Fund 371, Park Capital Improvement Fund to complete this project.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results
Attachment 2 : Scope of Work
Attachment 3: Construction Cost Estimate
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning and Development Division
Charlie Bittenbring, Acting Director, Park Services Division
John D. Pitts, Manager, Special Projects Branch
Timothy D. Scott, Project Manager, Special Projects Branch

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ACTION - 3

Approval - Extension of Open End Contracts for Cultural Landscape Report Services

ISSUE:

Approval of a one year extension to the open end contracts with John Milner Associates, Inc., and Rhodeside and Harwell, Inc., and the addition of \$50,000 to the not-to-exceed contract amount of John Milner Associates, Inc. for cultural landscape report services.

RECOMMENDATION:

The Park Authority Director recommends approval of a one year extension to the open end contracts with John Milner Associates, Inc., and Rhodeside and Harwell, Inc., and the addition of \$50,000 to the not to exceed contract amount of John Milner Associates, Inc. for cultural landscape report services. **(This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on May 12, 2004, to ensure that projects requiring cultural landscape report services continue without delay.

BACKGROUND:

On April 9, 2003, the Park Authority Board approved open end contracts with John Milner Associates, Inc., and Rhodeside and Harwell, Inc. for cultural landscape report services. The contracts were for an amount not-to-exceed \$150,000 each, which would be charged to individual projects as needed. The contracts were approved for a period of one year with the option to extend them for two (2) one-year extensions. To help ensure that currently active projects proceed without delay and because of anticipated new work, staff recommends extending both contracts for a one-year extension period.

A Cultural Landscape Report for Huntley Historic Site has been completed to date. At least five (5) other historic sites owned by the Park Authority, including Union Mills, the Margaret White Property, Mt. Air, Lahey Lost Valley, and the Manor House Complex at Green Spring Gardens Park, have been identified as needing Cultural Landscape Reports in the near future. Although neither of the consultant contracts has exceeded the contract dollar limit to date, an additional amount of \$50,000 is requested to be

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added to the existing balance of the contract of John Milner Associates, Inc., due to anticipated work.

FISCAL IMPACT:

The contract balances and contract expiration dates are listed on Attachment 1. An additional amount of \$50,000 is requested to be added to the existing balance of John Milner Associates' contract due to anticipated work. Funding for these contracts will be provided by individual projects that require Cultural Landscape Report services. This Board action only commits funds through the issuance of a Contract Project Assignment.

ENCLOSED DOCUMENTS:

Attachment 1: Summary of Open End Contracts for Cultural Landscape Report Services

Attachment 2: Project Assignments to Cultural Landscape Report Firms

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Branch

Michael Rierson, Support Service Manager, Resource Management Branch

Lynn S. Tadlock, Director, Planning & Development Division

Thaddeus Zavora, Manager, Capital Facilities and Budget Administration

John Lehman, Manager, Project Management Branch

Mike Baird, Capital Facilities and Budget Administration

Christopher J. Hoppe, Supervisor, Project Management Branch

Elizabeth Cronauer, Project Manager

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ACTION - 4

Authorization to Schedule a Public Hearing on the Woodglen Lake Park Master Plan (Braddock District)

ISSUE:

Authorization to schedule a public hearing regarding the Woodglen Lake Park Master Plan and change of park classification.

RECOMMENDATION:

The Park Authority Director recommends authorization to schedule a public hearing for the Woodglen Lake Park Master Plan that proposes changing the park classification to Natural Resource Park and preserving the park in its current undeveloped state. **(This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on May 12, 2004, in order to maintain the project schedule.

BACKGROUND:

The Woodglen Lake Park Master Plan is on the FY 2003 - FY 2004 Work Plan. The project team consisting of representatives from Planning and Development Division, Resource Management Division, and Park Operations Division developed this proposed master plan. The Project Team believes the draft General Management Plan and Conceptual Development Plan address the needs of the community within this newly acquired parkland.

A public hearing must be held in order to receive public input on the draft Master Plan. The public hearing is tentatively scheduled for June 10, 2004.

FISCAL IMPACT:

Staff salaries to complete this planning project will be from the General Fund 001 budget.

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ENCLOSED DOCUMENTS:

Attachment 1: "Draft" Woodglen Lake Park Master Plan

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Kirk Holley, Manager, Park Planning Branch

Jenny Pate, Trail Coordinator

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ACTION - 5

Approval of Interim Use Agreement with Fairfax County Public Schools to Use School Property for Park Purposes

ISSUE:

Approval of the interim use agreement with Fairfax County Public Schools to use school property for park purposes.

RECOMMENDATION:

The Park Authority Director recommends approval of the interim use agreement with Fairfax County Public Schools to use school property for park purposes. **(This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on May 12, 2004.

BACKGROUND:

The Park Authority executed separate interim use agreements with Fairfax County Public Schools (FCPS) on a number of school properties in the past. These agreements allowed the Park Authority to utilize school properties for park purposes, and develop recreational facilities at several of these sites. All of these interim use agreements have expired. Staff and FCPS, with the assistance of the County Attorney's Office, have been actively working to develop a new interim use agreement which would not only encompass school properties which were previously covered under an interim use agreement, but also several new school properties which the Park Authority would like to utilize to develop recreational facilities. The interim use agreement shown in Attachment 1 will allow the Park Authority to continue to use various school parcels, on an interim basis, for park purposes.

The new interim use agreement with FCPS covers a total of 26 school sites under one agreement. The term of the agreement is for ten years; the Park Authority has the right to extend the term of this agreement for two additional periods of five years each, for a total of 20 years.

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Three school sites are covered under separate agreements with FCPS and are not included in this interim use agreement:

- Spring Hill School Site
- West County RECenter
- Bailey's Elementary School Site

The lease agreement for Spring Hill is for thirty years and expires in 2018. The lease agreement for the West County RECenter is for forty years and expires in 2039. The agreement between the Park Authority, FCPS, and Eckerd Corporation for the development of a soccer field at Bailey's Elementary can be renewed on an annual basis if Eckerd chooses to extend the term of the agreement.

Of the 26 school sites listed in this interim use agreement, 14 of these school sites are listed on the FCPS list of potential surplus school sites. FCPS has hired a consulting firm to formulate a comprehensive plan for the sale, trade, or swap of vacant school sites and/or administrative centers for constructed/renovated schools in the county. Since several of these 14 school sites are included in the Park Authority's inventory of existing facilities, staff will continue to work closely with FCPS to ensure these facilities remain available for park purposes.

FISCAL IMPACT:

No additional fiscal impact is anticipated.

ENCLOSED DOCUMENTS:

Attachment 1: Interim Use Agreement (The attachment was distributed in the May 5, 2005, Planning and Development Committee package.)

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn Tadlock, Director, Planning and Development Division

Kay Rutledge, Manager, Land Acquisition and Management Branch

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ACTION - 6

Authorization to Hold a Public Hearing on the Proposed Master Plan Revision for Nottoway Park (Providence District)

ISSUE:

A draft master plan revision for Nottoway Park is ready for public comment.

RECOMMENDATION:

The Park Authority Director recommends authorization to schedule a public hearing to present the master plan revision for Nottoway Park to the public. **(This item was reviewed by the Planning and Development Committee on April 7 and on May 5, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on May 12, 2004, to maintain the project schedule.

BACKGROUND:

On April 14, 2004, the Park Authority Board considered an item to authorize advertisement of a May 20 public hearing on the draft Nottoway Park master plan revisions. The Park Authority Board did not pass the item. Instead, the Board voted to return the draft master plan to the Park Authority Planning and Development Committee for further discussion. The primary issue of concern identified by Park Authority Board members at their April 14 meeting was in regards to possible relocation of the Area 7 maintenance facility from Nottoway Park.

The master plan revision provides guidance for several established uses at the park that were not previously planned (i.e. the Hunter House and community garden plots) and takes into account changes in park needs, uses, and boundaries over the last thirty years. A preliminary public planning workshop for the draft plan was held on November 19, 2002. This was followed by a public open house to hear comments on potential site layouts on February 5, 2004.

In accordance with Park Authority policy, a formal public hearing must be held to receive public comment on the draft plan revision. Staff recommends that a public hearing be scheduled for Tuesday, June 22, 2004, at Oakton High School.

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FISCAL IMPACT:

The fiscal impact is limited to staff salaries and costs associated with public hearing advertisements that have already been budgeted.

ENCLOSED DOCUMENT:

Attachment 1: Draft Nottoway Park Master Plan Revision (The Master Plan was distributed in the April 7, 2004, Planning and Development Committee package.)

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Cindy Messinger, Interim Director, Resource Management Division

Brian Daly, Director, Park Operations Division

Kirk Holley, Manager, Park Planning Branch

Irish Grandfield, Project Manager, Park Planning Branch

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INFORMATION - 1

Corbalis Property Master Plan Update (Providence District)

The Corbalis Property was identified in the FY 2004-2005 Work Plan for development of a Master Plan and completion of a 2232 application. The planning process has been initiated with the first planning workshop tentatively scheduled for June 7, 2004. As scheduled, the Master Plan would be presented to the Park Authority Board for approval in February 2005. The 2232 review and approval would follow within six months of Master Plan approval. The Work Plan did not anticipate any subsequent work since funds have not been identified for development.

It has come to the attention of staff that the Providence District Supervisor, Linda Smyth, has identified an opportunity for the Park Authority to participate in a private-public venture to develop a community park at the Corbalis Property. The Oakton community has asked Ms. Smyth to preserve the Oakton School House which is a 19th century wood frame structure that comprises portions of the prior Appalachian Outfitters store at the intersection of Chain Bridge Road and Hunter Mill Road in Oakton. The site is currently abandoned and will likely be sold in the near future for redevelopment. If this happens, the existing store structure including the School House will probably be demolished. Ms. Smyth believes the community will support relocation of the School House to the Corbalis property. She has discussed an arrangement with the development company West*Group to move the School House structure to the Corbalis property at no cost. In addition to their offer to relocate the School House, West*Group has expressed interest in developing other facilities at the park, if the planning process can be expedited. A meeting took place on April 19, 2004, co-sponsored by the Supervisor and the Park Authority to determine if community support existed for relocation of the Oakton School House to the Corbalis property. Support exists for preserving the building but its future home has yet to be determined.

Unless otherwise directed, staff will work with the Supervisor's office to determine if the Corbalis property is the appropriate place for the Oakton School House and if so determined, will begin negotiations with West*Group to develop an agreement for the relocation of the building and development of other facilities at the Corbalis property. Staff understands that the Park Authority Board is willing to consider expediting the master plan process to accommodate this partnership opportunity. Any agreements would be presented to the Park Authority Board for approval.

(This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.

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ENCLOSED DOCUMENTS:

Attachment 1: Oakton School House; photographs

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning & Development Division

Cindy Messinger, Interim Director, Resource Management Division

Kirk Holley, Manager, Park Planning Branch

Angela Allen, Park Planning

John Pitts, Manager, Special Projects Branch

Bob Betsold, Special Projects